**Multnomah Athletic Club** 1849 SW Salmon Street Portland OR 97205

**TITLE: Community Donation Policy POLICY NO. O-37**

POLICY: The Multnomah Athletic Club (“the MAC”) supports local organizations whose work is aligned with the MAC’s mission, vision, values, and goals (Policy O-20) and imperatives described by the MAC’s Strategic Plan.

PROCEDURE: A request for the MAC to donate resources to a local organization must

be initiated by submission of a Community Donation Request Form

(CDRF). The sponsored organization must be a tax-exempt organization

recognized by the IRS. Club-sponsored fundraising activity restricts

supporting organizations that discriminate against certain groups or

individuals in the delivery of programs and services based on race,

religion, national origin, gender, age, sexual orientation, or disability. This

includes MAC-sponsored fundraising activity on or off MAC property. The

Form can only be submitted by a sponsoring committee. The Form must

be submitted at least 90 days in advance of the date of the requested

support, but it is recommended to begin the process 4-6 months in

advance. In the event of urgent need, a shortened review process may be possible at the discretion of the General Manager and Board of Trustees..

 Examples of requests to be considered under this policy include, but are not limited to:

* Donated or discounted use of any club space, properties and/or equipment;
* Donated or discounted staff resources;
* Donated or discounted catering;
* Access to MAC members for the purpose of solicitation; and

 **The MAC does not make monetary donations.**

Requests will be sorted into tiers, with preference given in the order of Tier 1, Tier 2, and then Tier 3. Donation requests submitted by a Committee will receive prioritized consideration.

* Tier 1 - Multnomah Athletic Foundation. and hosted events/ tournaments that involve National Governing bodies or outside athletic organizations.
* Tier 2 - Board of Trustees approved neighborhood partnerships- currently Goose Hollow Neighborhood Association, Lincoln High School, the Peregrine Group (ex. Timbers/ Thorns), Sport Oregon, and Stadium Business District Association.

• Tier 3 - Board of Trustees-approved non-profit organizations seeking MAC partnership.

 The Board of Trustees may update the Tier 2 organizations periodically.

APPROVAL PROCESS:

 Tier 1 and Tier 2 will be reviewed and approved by the General Manager or a named delegate. If approved, the Board will be notified of the approval at the following Board meeting.

 For Tier 3 forms, the General Manager will make a recommendation to the Board for approval or disapproval of the Form.

 In making any recommendation, the General Manager will consider the cost, impacted space and staff, support by the appropriate committees, and benefits and burden to MAC membership.

 All requests will be reviewed by the Board during their monthly Board meeting for approval.

Any reoccurring partnerships or relationships may not exceed three years unless approved in advance by the Board of Trustees. Any CDRF requesting tangible resources, such as the use of space, will not qualify for an extended approval period. Evergreen agreements are not permitted.

 Following the Board of Trustees approval of the Form, the Executive Office will notify the applicant and the appropriate MAC staff, documenting the MAC’s commitment and any conditions of the donation.

ORIGINAL ON FILE IN THE EXECUTIVE OFFICE

APPROVED BY

|  |  |  |  |
| --- | --- | --- | --- |
| General Manager |  |  | Chief of Staff |
| FORMULATED | October 2020 |  |  |
| REVIEWED | March 2022 |  |  |
| REVISED | March 2022November 2022March 2023 |  |  |

The CDRF can be found at: <https://form.asana.com/?k=at936G8FiM-BMbf9dvOzDg&d=11751091253010>